Overview

An individual or multiple individuals may be registered for a specific course session. Course sessions can consist of one of the following three categories:

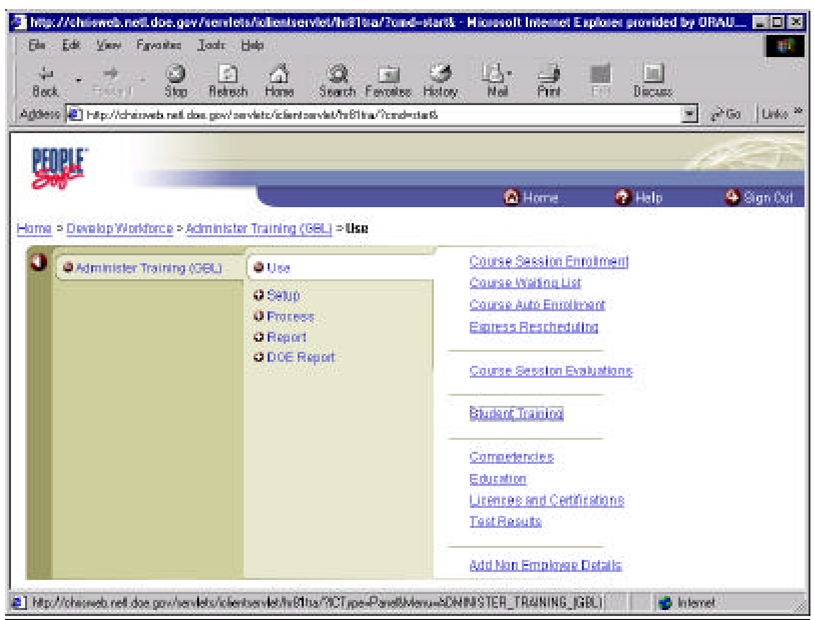
- Internal Training
- External Non-costed Training
- External Costed Training

Registering a Student for Internal Training

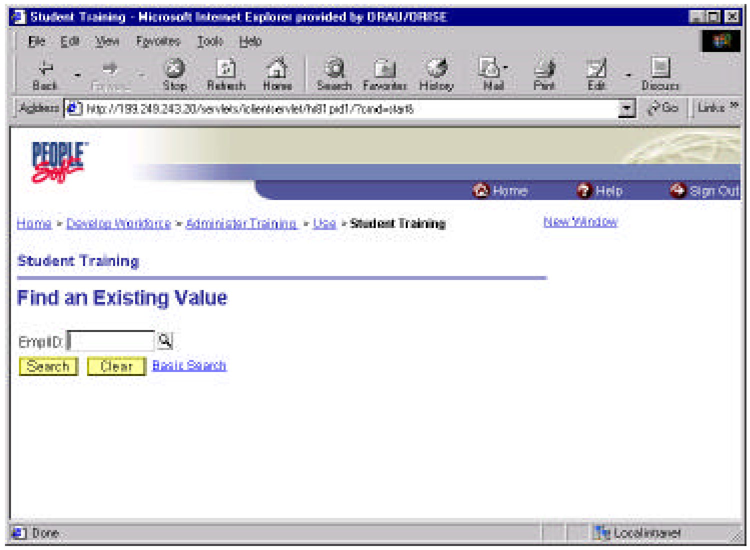
An individual may be registered for a specific internal course session.

To register a student for an internal class.

1. At the "Home" screen, click on "Develop Workforce"
2. Click on "Administer Training (GBL)."
3. Click on "Use."
4. Click on "Student Training."

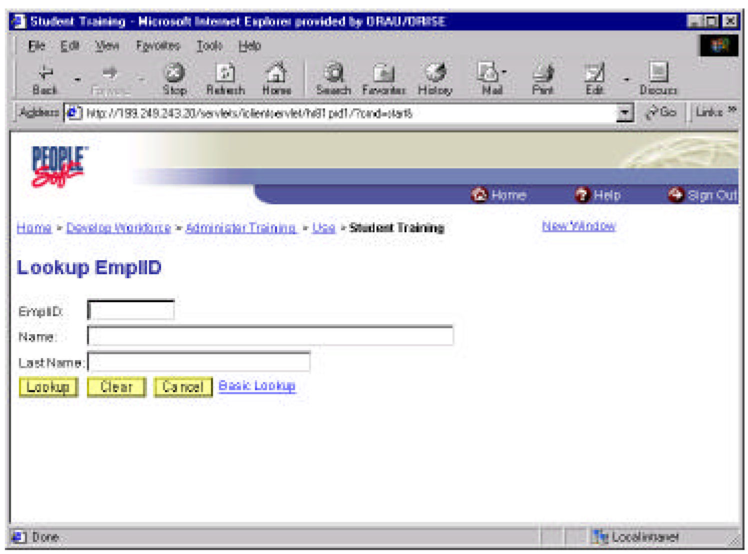


The "Student Training" screen is displayed.



5. Enter the employee's ID number or click on the magnifying glass.

   When you click on the magnifying glass a search screen is displayed.



6a. Enter the employee's name in the "Name" field.

   Use the PeopleSoft convention: Lastname,Firstname

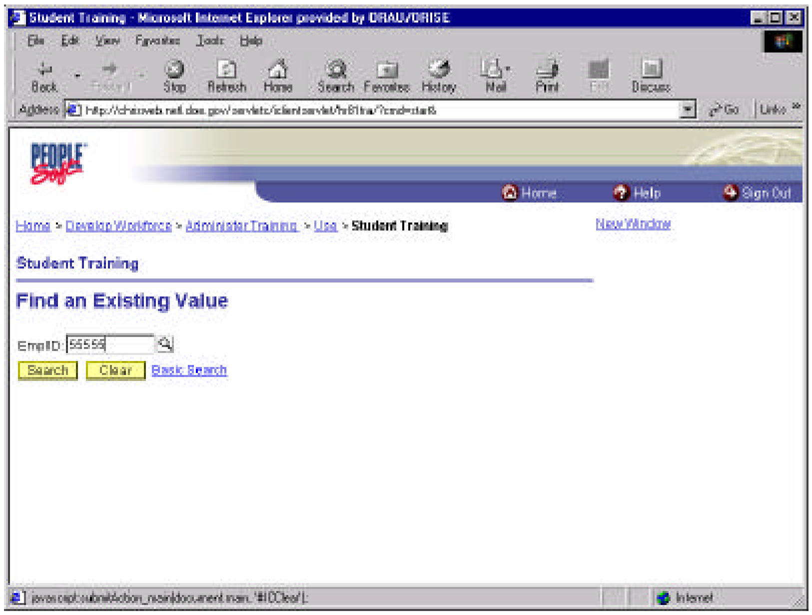
6b. Or, enter the last name in the "Last Name" field.

7. Click on the "Lookup" button.

   CHRIS displays a list of all DOE employees with that name. However, users will be able to access only the employees associated with their organizations.

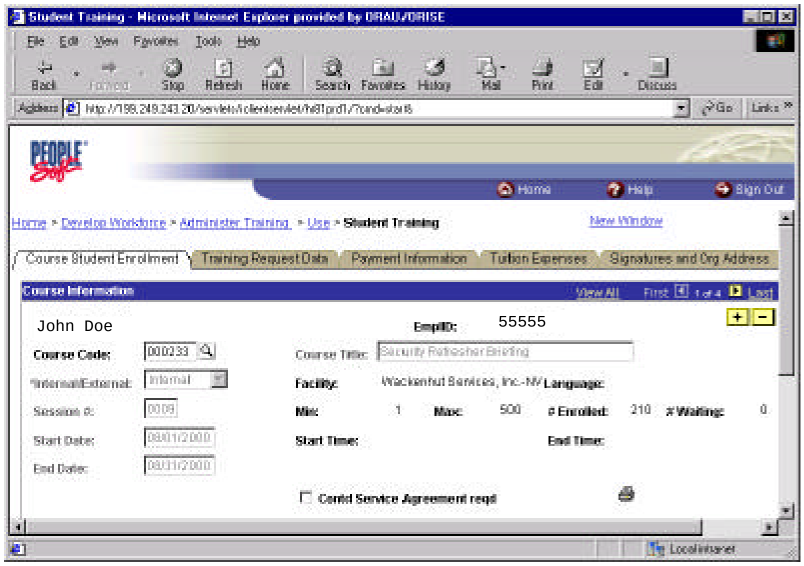
8. Click on the employee to be registered.

   The employee ID number is displayed.



9. Click on "Search."

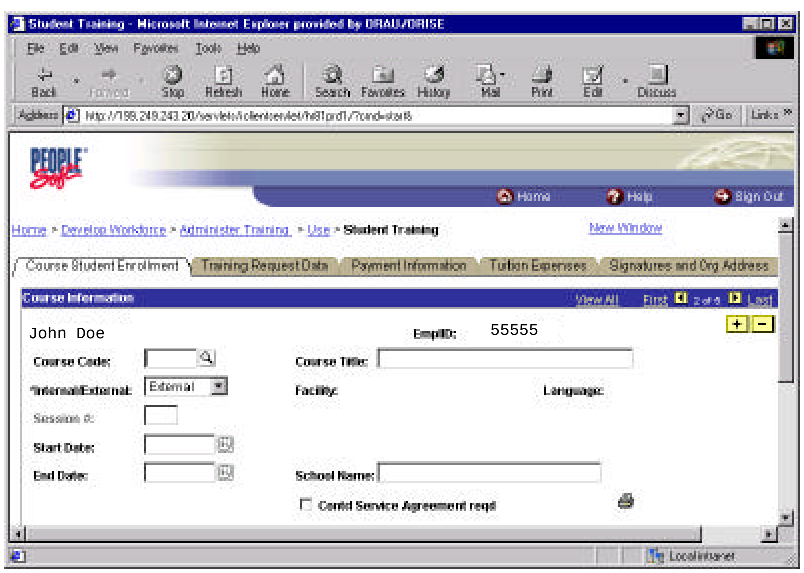
The "Course Information" screen (the employee's training record) is displayed on the "Course Student Enrollment" tab.



To register the student, INSERT A ROW, if other Course Information is already present.

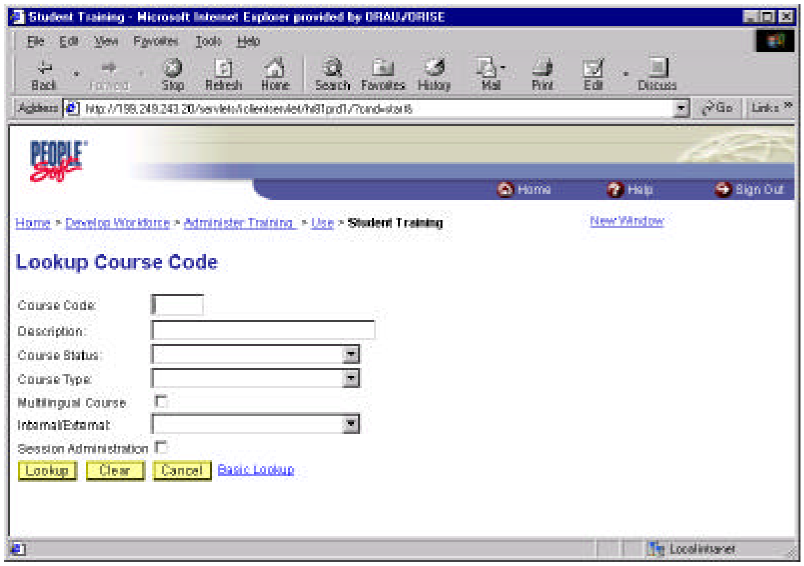
10. Click on the  to insert a row.

A new screen is displayed requesting the course and student information.



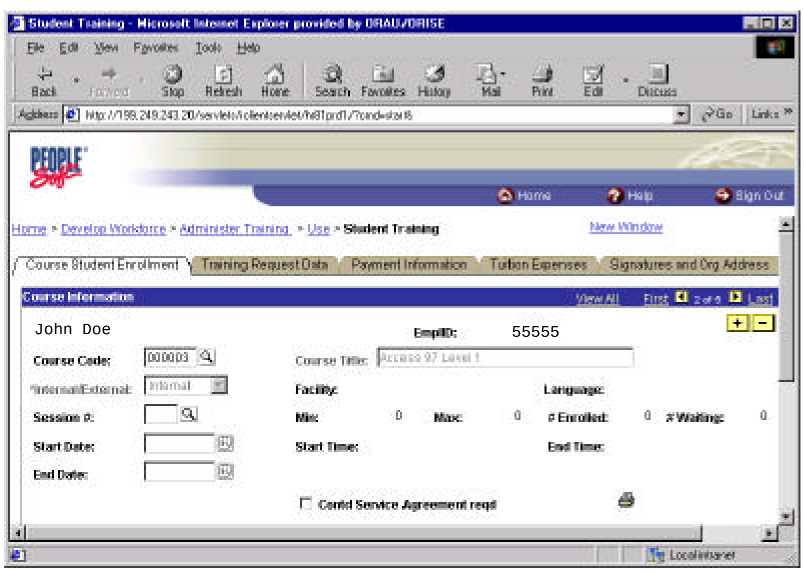
11. If the course code is known, enter it in the course code field. If not, click the magnifying glass at the "Course Code" field.

    The "Lookup Course Code" screen is displayed.



The user can search by Course Type. For example, select "Supervisory and Management" from the pull-down menu. Click on "Lookup" and only courses of that type will be displayed.

12. Locate the course code. (This list is scrollable.) Click on the course.



The "Course Code" is placed in the "Course Code" field on the "Course Information" screen. The course information is automatically filled in for:

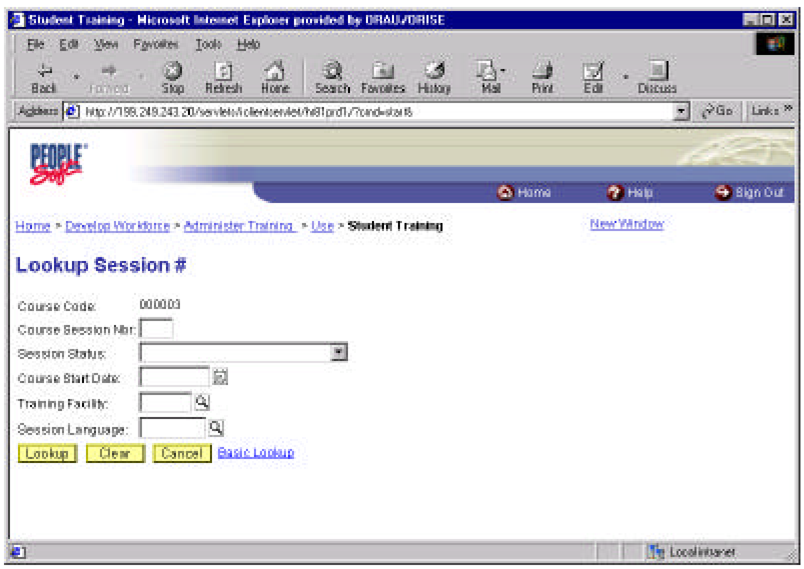
- Course Title
- Internal/External: When a course code is entered, this field changes to "Internal."

Grayed out information means it is "read only" and cannot be modified from this screen.

Course Session

13. At the "Session #" field, click on the magnifying glass.

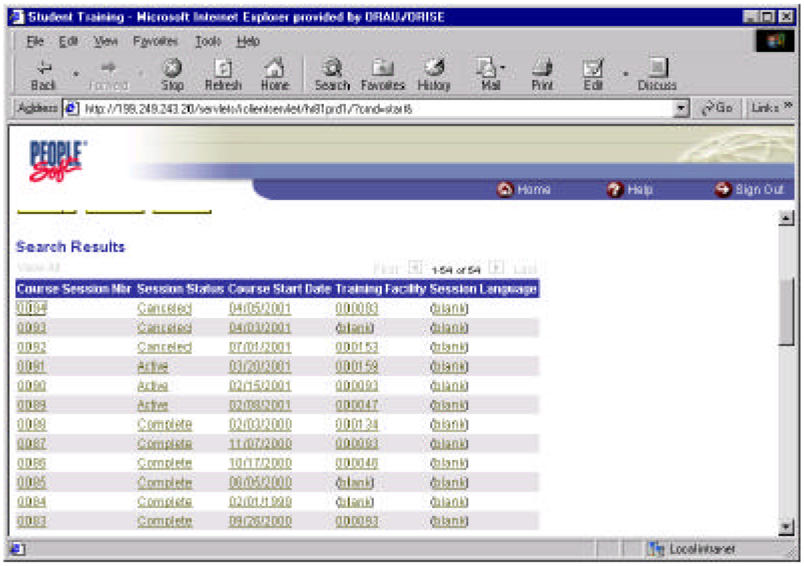
    The "Lookup Session #" screen is displayed.



14. Select "Active" from the pull down menu next to "Session Status."

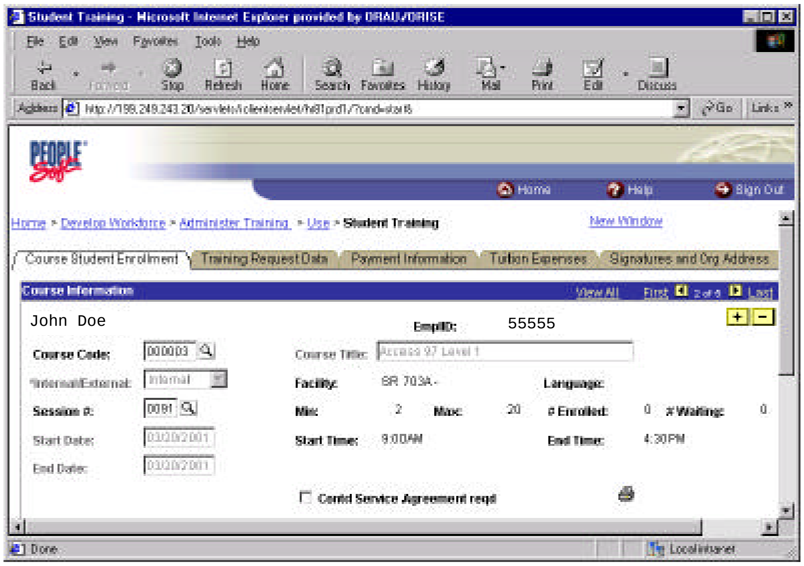
15 Click on the "Lookup" button.

The course sessions are displayed.



16. Click on the required course session.

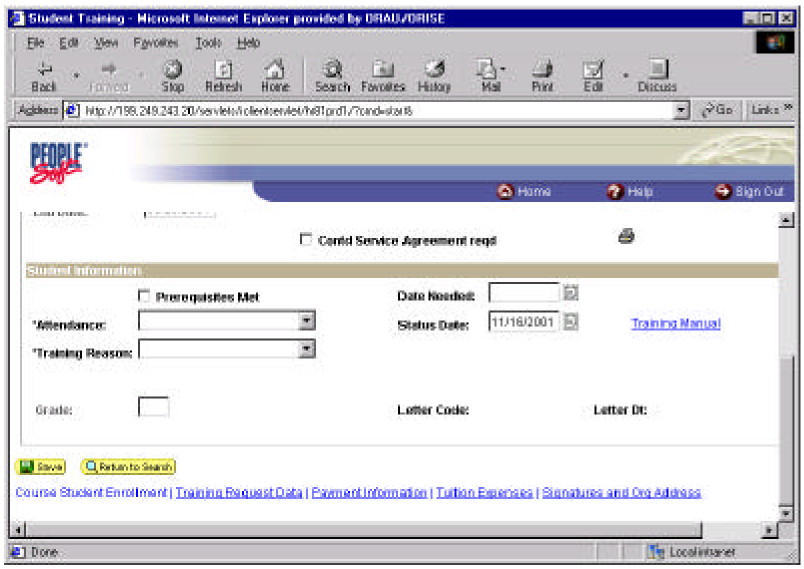
Note: When choosing an "Active" course session, check the start date to ensure that the correct course session is selected. Courses showing status of "Complete" should only be selected when updating a training record, i.e., when an employee was not registered prior to the class.



The student record screen now includes the selected course session code. The fields that are filled in are as follows:

- Facility
- Start Date
- End Date
- Start Time
- End Time
- Minimum and Maximum Number of Students Allowed
- Number Enrolled and Number Wait Listed

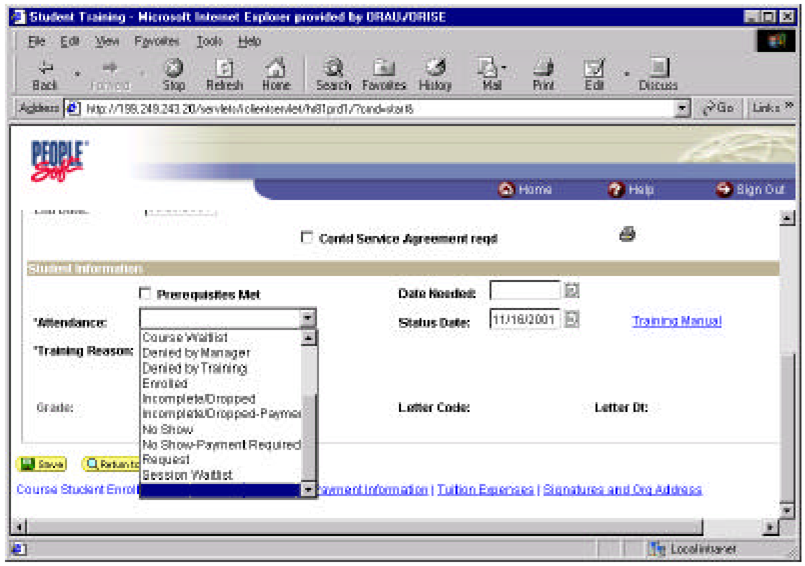
17. Scroll down to see the remaining portion of the screen.



Student Information

Identifying student information allows the user to indicate the point where a student is in the training registration process.

18. Click on the down arrow to the right of the "Attendance" field to display a list of possible student status levels.



Attendance Levels

The attendance levels are in alphabetical order and are defined in the glossary. Each local DOE office may use its discretion at which attendance level to begin tracking training requests.

Note: Only "Enrolled" indicates that the employee is registered for the class. If the user initially selected another level, such as "Request," it must be changed to "Enrolled" when the request is approved.

Student Attendance

There are circumstances when the student status for a training instance will have to change. When costs are involved, it is important that the information on the Student Training Expenses panel be updated correctly.

The selected attendance on course session enrollment and student registration reflects the current status of the employee's training request. Student attendance provides critical information to the course session administrator who is monitoring enrollment. Correspondingly, through Employee Self Service, the employee can find whether the funds for training have been obligated through DISCAS. The student status is displayed under the "Attendance" field.

Definitions for each selection within the "Student Attendance" pull-down menu are as follows:

Student Attendance Selections—Deciding Which Status to Choose		
Select...	**when...**	**Further Information...**
Approved by Manager	the request to attend training is approved by the Approving Official.	None
Authorized by Training	the request to attend training is approved by the Authorizing Official.	None
Cancel Request for Training	the employee or the approving official cancels training when unforeseen circumstances prohibit session attendance.	• If the training is canceled before the start date of the course, regardless of whether the current status is "requested," "approved," "authorized," or "waitlisted," choose "cancel request for training." • If the status was "enrolled" and there are training costs, funds will have been obligated for the training. • If the status was "enrolled" and there is no cost due to cancellation, it is necessary to go back into the "Student Training Expenses" panel and remove the costs from the field. Leave the field blank to automatically de-obligate funds.
Cancel Request - Payment Required	the employee asks to cancel the request for training, but the Department is still billed by the vendor for all or part of the training costs.	• If the full costs must be paid, then change the Student Status. • If the Department owes a portion of the costs, also go back to the "Student Training Expenses" panel and enter the *actual* costs to be paid.
Canceled Session	a course session is canceled either by the vendor or by the training office due to low enrollment, inclement weather, etc.	None

Student Attendance Selections—Deciding Which Status to Choose		
Select...	**when...**	**Further Information...**
Completed	the course is completed per stated requirements and is indicated by an accepted proof of successful completion: • Course roster • Certificate • Training evaluation form	It is critical to change the status to "Complete" once the employee completes the course. When running a report from DOEINFO, only those instances with "Complete" status are counted in the totals for training instances and training hours for each organization. The costs are always counted no matter what the status of the training instance.
Course Waitlist	an employee needs to take a particular course, but has not selected a session, or no session has been established, that employee is added to the course waitlist.	None
Denied by Manager	the Approving Official denies requested training.	None
Denied by Training	the Authorizing Official denies requested training.	None
Enrolled	all approvals and authorizations for training are received.	The employee is not considered registered for an internal class unless the status reads "Enrolled." For an external class, the vendor's registration process is then followed. The funds are obligated in DISCAS only when the status is "Enrolled."
Incomplete/ Dropped	an employee fails to complete an enrolled session or drops the course session before it begins.	None
Incomplete/ Dropped - Payment Required	an employee fails to complete an enrolled session or drops the course session before it begins, and the vendor bills the Department for all or part of the training costs.	• If the full costs must be paid, then change the Student Status. • If the Department owes a portion of the costs, also go back to the "Student Training Expenses" table and enter the *actual* costs to be paid.

Student Attendance Selections—Deciding Which Status to Choose		
Select...	**when...**	**Further Information...**
No Show	an employee does not attend an enrolled session.	None
No Show - Payment Required	an employee does not attend an enrolled session, and the vendor bills the Department for all or part of the training costs.	• If the full costs must be paid, then change the Student Status. • If the Department owes a portion of the costs, also go back to the "Student Training Expenses" table and enter the *actual* costs to be paid.
Request	an employee requests training.	Usually this status is used to generate the SF-182 for approval signatures.
Session Waitlist	an employee selects a session that is currently full and they are added to the session waitlist.	None

19. Click on "Enrolled" or the appropriate level.

Note: Occasionally a course session will reach the number of maximum students allowed. When this is the case, the CHRIS operator will get the following processor message:

"This class is full. Change status or cancel action."

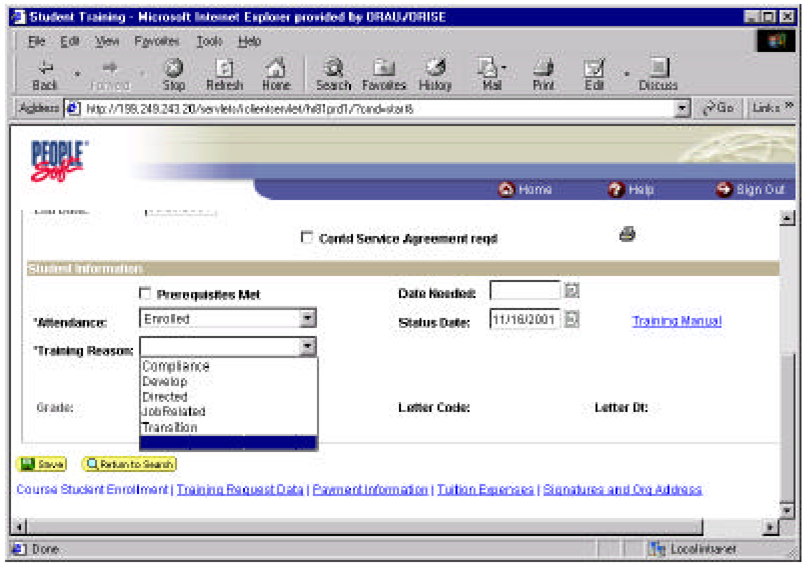
It is recommended that "change status" is selected rather than "cancel action." Then select "Session Waitlist." Change status in the "Attendance" field to "Session Waitlist."

Do not select "Course Waitlist." To place a student on a "Course Waitlist" refer to "Waiting List" in "Other CHRIS Processes." It provides an easy step-by-step process for this action.

Training Reason

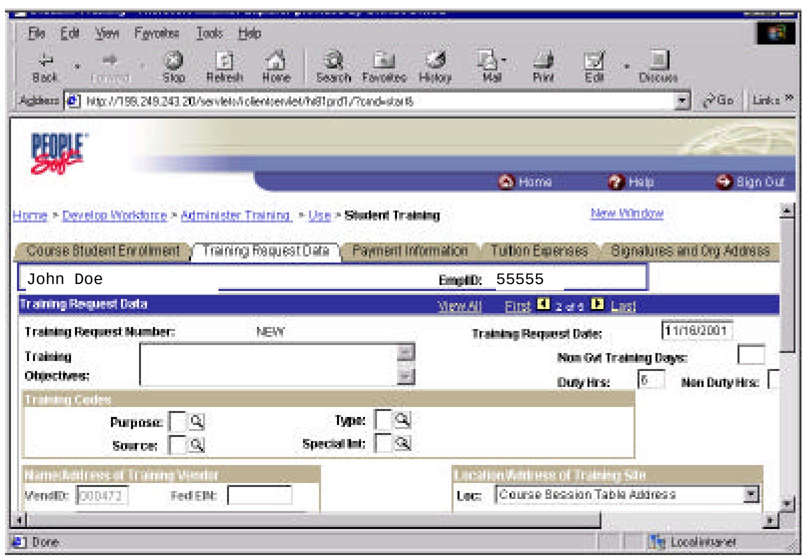
"Training Reason" is a required field.

20. Click on the down arrow to the right of the "Training Reason" field to select the reason.



21. Select the appropriate reason.

22. Click on the "Training Request Data" tab.



Note: The "Duty Hours" and "Name/Address of Training Vendor" fields populate automatically for the course session as long as they have been entered in the "Course Session Table." This occurs ONLY for internal courses.

23. Enter the "Training Objectives" and enter the four "Training Codes."

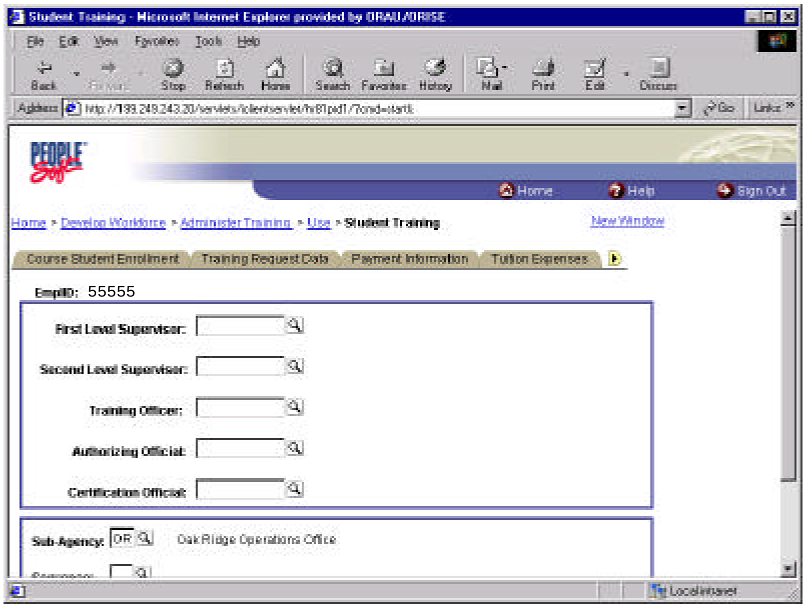
    Note: If the training codes are not know, click on the magnifying glass next to each field and select the appropriate code.

24. Click on the down arrow to the right of the "Loc" field.

25. Select the "Course Session Table Address."

    The student is registered for the course session.

26. Click on the "Signatures and Org Address" tab.



On this screen you can enter the names to print out on the SF-182.

27. Click on the magnifying glass to search for a name and enter the appropriate name in each field.

    Note: The names you enter will remain and print out with titles on all subsequent SF-182s. If a temporary change is needed to accommodate other signatures, you can make the changes, print the SF-182, and then change the names back.

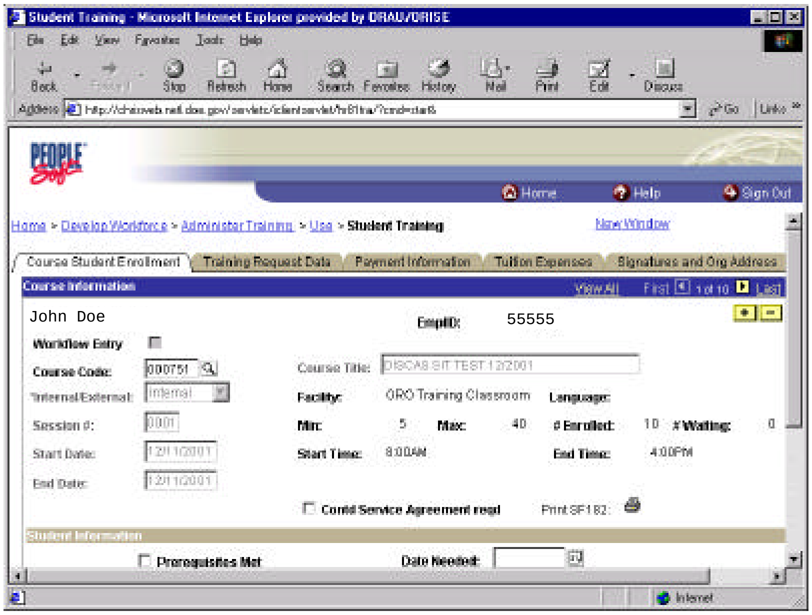
    Note: For a costed course follow established internal procedures to pay for the course.

Printing SF182 from Student Training

You can print the SF182 after completing and saving the information required for each tab of the "Student Training" screen.

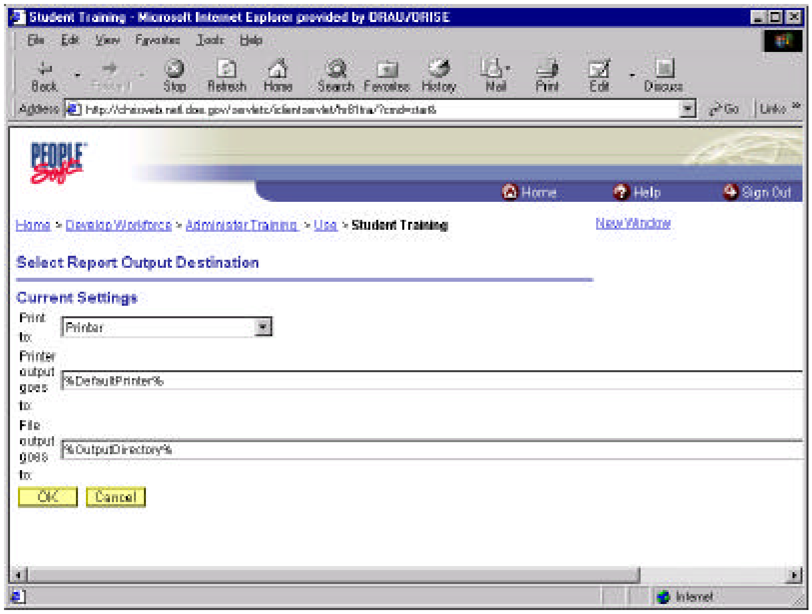
To print the SF182:

1. Click on the "Course Student Enrollment" tab.



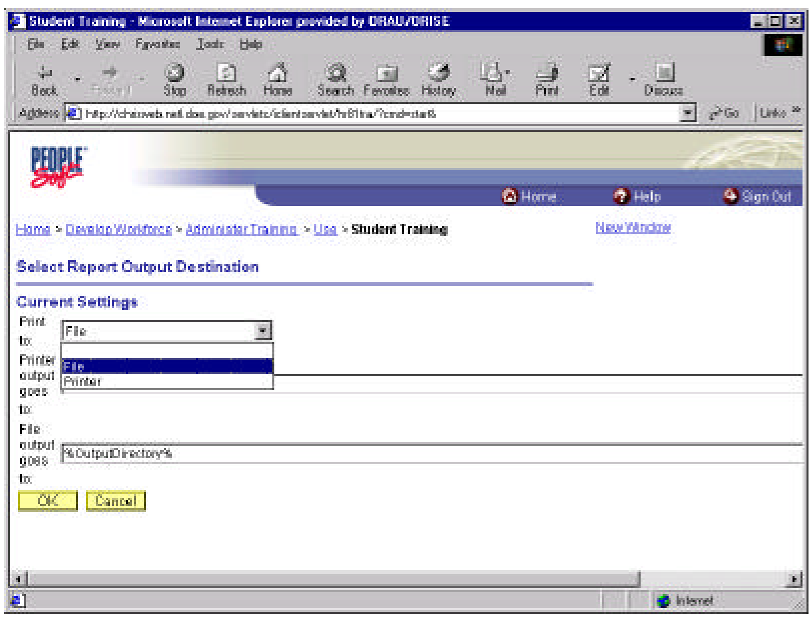
The "Course Student Enrollment" screen is displayed.

2. Click on the "Printer" icon located to the right of "Print SF182."



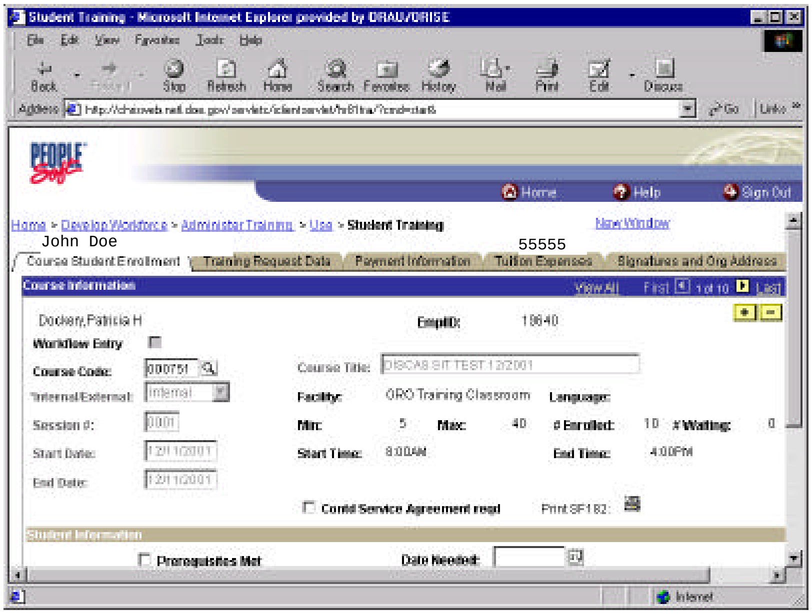
The "Select Report Output Destination" screen is displayed. The default setting is "Printer."

3. Click on the "down arrow" and change "Printer" to "File."



4. Click the "OK" button.

The "Student Training" screen is displayed.



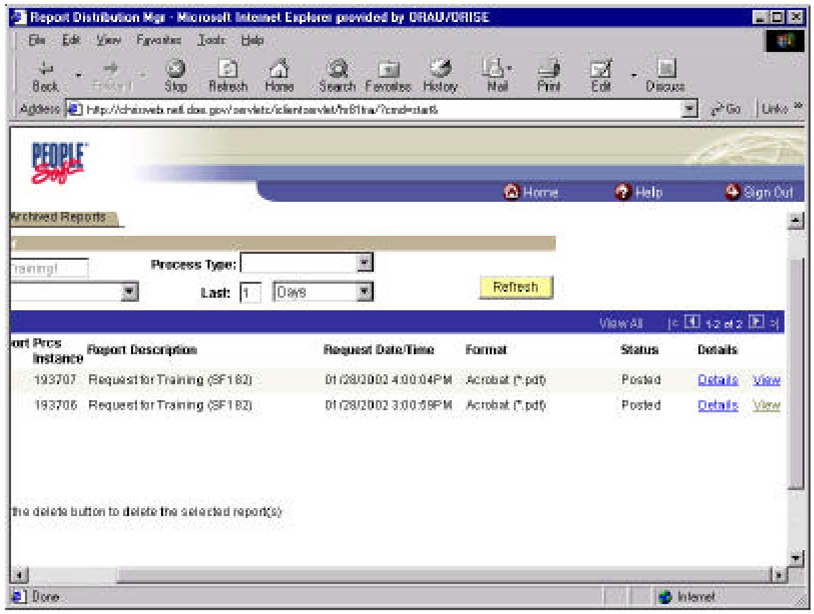
5. Click on "Home."

6. Click on "People Tools."

7. Click on "Report Manager."

8. Click on "Inquire."

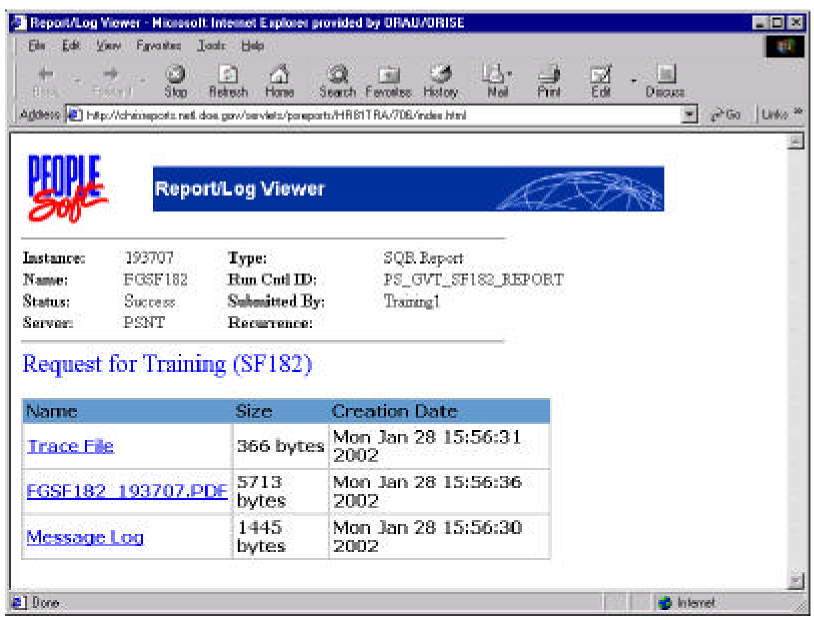
9. Click on "Report List."



The "Report List" is displayed.

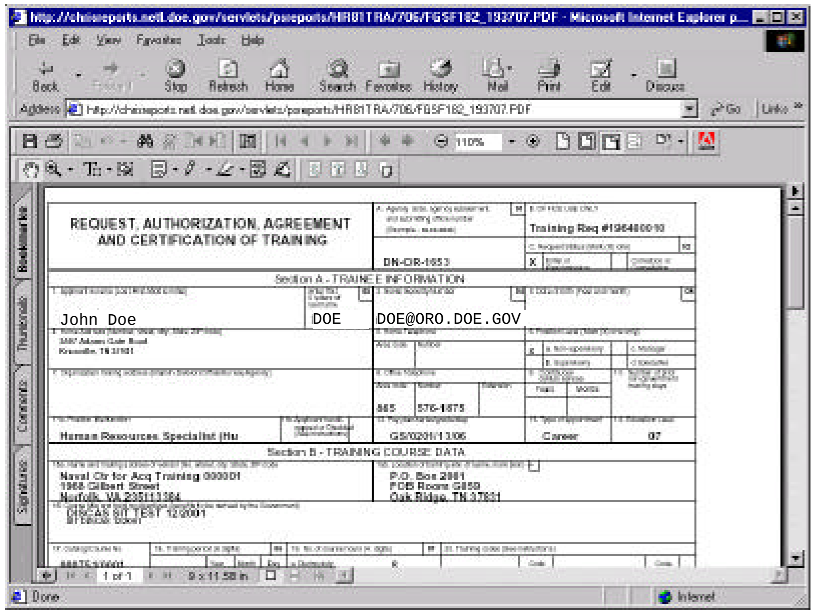
10. Scroll to the right of the screen to display the "View" link.

11. Click on "View."



The "Report/Log Viewer" screen is displayed.

12. Click on the ".PDF" link.



The SF182 is displayed.

13. Click the "Printer" icon to print the SF182.

The SF182 is printed.